

TOWNSHIP OF DENVER  
Isabella County, Michigan

**RECEIVED**  
GENERAL PURPOSE FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION

✓ APR 30 2004

Year Ended March 31, 2004

## AUDITING PROCEDURES REPORT

Issue under P.A. 2 of 1968, as amended. Filing is mandatory.

<b>Local Government Type</b> <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		<b>Local Government Name</b> Township of Denver	<b>County</b> Isabella
<b>Audit Date</b> March 31, 2004	<b>Opinion Date</b> April 21, 2004	<b>Date Accountant Report Submitted to State:</b> April 21, 2004	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- |   |  |
|---|--|
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.  |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).   |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).   |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.  |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).  |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 6. The local unit has been delinquent distributing tax revenues that were collected for another taxing unit.   |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during they year). |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).  |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).   |

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	X		
Reports on individual federal financial assistance programs (program audits).			X
Single Audit Reports (ASLGU).			X

<b>Certified Public Accountant (Firm Name)</b> Campbell, Kusterer & Co., P.C.			
<b>Street Address</b> 512 N. Lincoln, Suite 100, P.O. Box 686	<b>City</b> Bay City	<b>State</b> MI	<b>Zip</b> 48707
<b>Accountant Signature</b> Campbell, Kusterer & Co., P.C.			

TOWNSHIP OF DENVER  
Isabella County, Michigan

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# **CAMPBELL, KUSTERER & CO., P.C.**

CERTIFIED PUBLIC ACCOUNTANTS

MARK J. CAMPBELL, CPA  
KENNETH P. KUSTERER, CPA

512 N. LINCOLN AVE. - SUITE 100  
P.O. BOX 686  
BAY CITY, MICHIGAN 48707

TEL (989) 894-1040  
FAX (989) 894-5494

## **INDEPENDENT AUDITOR'S REPORT**

April 21, 2004

To the Township Board  
Township of Denver  
Isabella County, Michigan

We have audited the accompanying general purpose financial statements of the Township of Denver, Isabella County, Michigan, as of March 31, 2004, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Township of Denver's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Township of Denver, Isabella County, Michigan, as of March 31, 2004, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Township of Denver, Isabella County, Michigan. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

*Campbell, Kusterer & Co., P.C.*

CAMPBELL, KUSTERER & CO., P.C.  
Certified Public Accountants

TOWNSHIP OF DENVER  
Isabella County, Michigan

COMBINED BALANCE SHEET – ALL FUND TYPES AND ACCOUNT GROUPS

March 31, 2002

EXHIBIT A

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Account Group</u>	<u>Total</u>
	<u>General</u>	<u>Agency</u>	<u>General Fixed Assets</u>	<u>(Memorandum Only)</u>
<u>Assets</u>				
Cash in bank	384 554 77	-	-	384 554 77
Land and improvements	-	-	71 414 43	71 414 43
Buildings and improvements	-	-	45 881 49	45 881 49
Equipment	-	-	8 952 94	8 952 94
Total Assets	<u>384 554 77</u>	<u>-</u>	<u>126 248 86</u>	<u>510 803 63</u>
<u>Liabilities and Fund Equity</u>				
Liabilities	-	-	-	-
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund equity:				
Investment in general fixed assets	-	-	126 248 86	126 248 86
Fund balances:				
Unreserved:				
Undesignated	384 554 77	-	-	384 554 77
Total fund equity	<u>384 554 77</u>	<u>-</u>	<u>126 248 86</u>	<u>510 803 63</u>
Total Liabilities and Fund Equity	<u>384 554 77</u>	<u>-</u>	<u>126 248 86</u>	<u>510 803 63</u>

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF DENVER  
Isabella County, Michigan

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCES – ALL GOVERNMENTAL FUND TYPES

EXHIBIT B

Year Ended March 31, 2004

	Total (Memorandum Only) <u>General Fund</u>
Revenues:	
Property taxes	20 272 77
State revenue sharing	82 938 00
Interest	13 715 74
Miscellaneous	<u>248 644 10</u>
Total revenues	<u>365 570 61</u>
Expenditures:	
Legislative:	
Township Board	14 865 36
General government:	
Supervisor – Assessor	17 230 54
Elections	44 84
Clerk	8 559 17
Board of Review	1 217 08
Treasurer	9 042 85
Building and grounds	2 751 10
Cemetery	4 006 22
Public safety:	
Fire protection	210 213 26
Public works:	
Highways and streets	85 880 01
Street lighting	799 22
Drains	255 12
Recreation:	
Recreation	1 711 29
Other:	
Insurance	4 626 00
Capital outlay	<u>14 358 83</u>
Total expenditures	<u>375 560 89</u>
Excess (deficiency) of revenues over expenditures	(9 990 28)
Fund balance, April 1	<u>394 545 05</u>
Fund Balance, March 31	<u>384 554 77</u>

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF DENVER  
Isabella County, Michigan

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCES – BUDGET AND ACTUAL – GENERAL FUND

Year Ended March 31, 2004

EXHIBIT C  
Page 1

	General Fund		
	Budget	Actual	Over (Under) Budget
Revenues:			
Property taxes	20 500 00	20 272 77	(227 23)
State revenue sharing	80 000 00	82 938 00	2 938 00
Interest	3 000 00	13 715 74	10 715 74
Miscellaneous	<u>5 000 00</u>	<u>248 644 10</u>	<u>243 644 10</u>
Total revenues	<u>108 500 00</u>	<u>365 570 61</u>	<u>257 070 61</u>
Expenditures:			
Legislative:			
Township Board	20 950 00	14 865 36	(6 084 64)
General government:			
Supervisor-Assessor	21 500 00	17 230 54	(4 269 46)
Elections	2 050 00	44 84	(2 005 16)
Clerk	9 950 00	8 559 17	(1 390 83)
Board of Review	2 160 00	1 217 08	(942 92)
Treasurer	11 550 00	9 042 85	(2 507 15)
Building and grounds	6 500 00	2 751 10	(3 748 90)
Cemetery	21 630 00	4 006 22	(17 623 78)
Public safety:			
Fire protection	214 000 00	210 213 26	(3 786 74)
Public works:			
Highways and streets	403 197 96	85 880 01	(317 317 95)
Street lighting	1 300 00	799 22	(500 78)
Drains	1 000 00	255 12	(744 88)
Recreation:			
Recreation	15 569 72	1 711 29	(13 858 43)
Other:			
Insurance	5 200 00	4 626 00	(574 00)
Contingencies	5 000 00	-	(5 000 00)
Capital outlay	<u>16 000 00</u>	<u>14 358 83</u>	<u>(1 641 17)</u>

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF DENVER  
Isabella County, Michigan

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCES – BUDGET AND ACTUAL – GENERAL FUND

Year Ended March 31, 2004

EXHIBIT C  
Page 2

	<u>General Fund</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Over (Under) Budget</u>
Total expenditures	<u>757 557 68</u>	<u>375 560 89</u>	<u>(381 996 79)</u>
Excess (deficiency) of revenues over expenditures	(649 057 68)	(9 990 28)	639 067 40
Fund balance, April 1	<u>649 057 68</u>	<u>394 545 05</u>	<u>(254 512 63)</u>
Fund Balance, March 31	<u>-</u>	<u>384 554 77</u>	<u>384 554 77</u>

The accompanying notes are an integral part of these financial statements.



TOWNSHIP OF DENVER  
Isabella County, Michigan

NOTES TO FINANCIAL STATEMENTS

March 31, 2004

Note 1 – Summary of Significant Accounting Policies

The accounting policies of the Township of Denver, Isabella County, Michigan, conform to generally accepted accounting principles as applicable to governmental units.

Reporting Entity

In accordance with the provisions of the Governmental Accounting Standards Board's Statement No. 14 "The Financial Reporting Entity," the general purpose financial statements of the Township contain all the Township funds and account groups that are controlled by or dependent on the Township's executive or legislative branches.

The reporting entity is the Township of Denver. The Township is governed by an elected Township Board. As required by generally accepted accounting principles, these financial statements present the Township as the primary government.

Joint Ventures

ISABELLA NORTHEAST FIRE DISTRICT

The Township is a member of the Isabella Northeast Fire District, which is a joint venture of the Townships of Denver, Isabella and Vernon, and the Village of Rosebush. Each unit appoints a representative to serve on the five-member Fire District Board along with a member selected at large. The Fire District Board is responsible for adopting the annual budget. The costs of operation of the Fire District are shared among the units based on their portion of the total State Equalized Valuation of the Fire District. Annual contributions to the Fire District are made based upon the budget. For the fiscal year ended March 31, 2004, the Township of Denver paid \$204,227.62 to the Isabella Northeast Fire District. The Fire District is required to be audited biannually and was audited as of June 30, 2003. The latest available financial data of the joint venture was obtained from audited financial statements of Isabella Northeast Fire District for their year ended June 30, 2003, and is as follows:

Total Assets	\$510 117 23
Total Liabilities	-
Total Equity	510 117 23
Total Revenue	77 471 90
Total Expenditures	51 449 11
Increase in Fund Balance	26 022 79

The Total Assets includes \$265,519.44 for the General Fund and \$244,597.79 for the General Fixed Assets Account Group.

TOWNSHIP OF DENVER  
Isabella County, Michigan

NOTES TO FINANCIAL STATEMENTS

March 31, 2004

Note 1 – Summary of Significant Accounting Policies (continued)

Joint Ventures (continued)

COLEMAN FIRE DISTRICT

The Township is a member of the Coleman Fire District, which is a joint venture of the Townships of Warren, Geneva, Wise and Denver and the Village of Coleman. Each unit appoints a representative to serve on the Fire District Board. The Fire District Board is responsible for adopting the annual budget. The costs of operation of the Fire District are shared among the units based on their portion of a combination of the total State Equalized Valuation, the population, and the residency of the Fire District. For the fiscal year ended March 31, 2004, the Township of Denver paid \$5,985.64 to the Coleman Fire District. The latest available financial data of the joint venture was obtained from audited financial statements of Coleman Fire District for their year ended June 30, 2001, and is as follows:

Total Assets	\$834 242 00
Total Liabilities	1 746 00
Total Equity	832 496 00
Total Revenue	130 222 00
Total Expenditures	65 588 00
Increase in Fund Balance	64 634 00

The Total Assets includes \$229,144.00 for the General Fund and \$605,098.00 for the General Fixed Assets Account Group.

Basis of Presentation

The financial activities of the local unit are recorded in separate funds and account groups categorized and described as follows:

Governmental Fund

General Fund

This fund is used to account for all financial transactions except those required to be accounted for in another fund. The fund includes the general operating expenditures of the local unit. Revenues are derived primarily from property taxes, state and federal distributions, grants, and other intergovernmental revenues.

TOWNSHIP OF DENVER  
Isabella County, Michigan

NOTES TO FINANCIAL STATEMENTS

March 31, 2004

Note 1 – Summary of Significant Accounting Policies (continued)

Fiduciary Fund

The Current Tax Collection Fund is used to account for assets held as an agent for others.

Account Group

General Fixed Assets Account Group

This account group presents the fixed assets of the local unit utilized in its general operations.

Measurement Focus/Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present revenues and other financing sources and, expenditures and other financial uses in net current assets.

The modified accrual basis of accounting is followed by the governmental fund types. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual which is both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures, other than principal and interest on long-term debt, are recorded when the related fund liability is incurred, if measurable. Principal and interest on general long-term debt is recognized when due.

Revenues from local sources consist primarily of property taxes. Property taxes and revenues received from the State are recognized when susceptible to accrual. Miscellaneous revenues are recorded as revenue when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are measurable and available.

Property Taxes

Property taxes and other revenue that are both measurable and available for use to finance operations are recorded as revenue when earned.

TOWNSHIP OF DENVER  
Isabella County, Michigan

NOTES TO FINANCIAL STATEMENTS

March 31, 2004

Note 1 – Summary of Significant Accounting Policies (continued)

Property Taxes (continued)

Properties are assessed as of December 31 and the related property taxes become a lien on December 1 of the following year. These taxes are due on February 14, with the final collection date of February 28 before they are added to the county tax rolls. The Township 2003 tax roll millage rate was .9590 mills, and the taxable value was \$21,160,864.00.

Fixed Assets

Purchases of fixed assets for all funds are recorded as expenditures in their respective funds at the time of purchase. They are also recorded at cost in the General Fixed Assets Group of Accounts as required by generally accepted accounting principles.

Investments

Investments are stated at market.

Receivables

Receivables have been recognized for all significant amounts due to the Township. Allowances for uncollectible accounts have not been provided for in that collection is not considered doubtful and any uncollected amount would be immaterial.

Inventories

Inventories of supplies are considered to be immaterial and are not recorded.

Compensated Absences (Vacation and Sick Leave)

Employees are not allowed to accumulate vacation and sick pay and therefore, no accumulated amount has been recorded in the financial statements.

Budgets and Budgetary Accounting

The following procedures are followed in establishing the budgetary data reflected in these general purpose financial statements:

1. Prior to the beginning of the fiscal year, the proposed budget for each budgetary fund is submitted to the Township Board for consideration.

TOWNSHIP OF DENVER  
Isabella County, Michigan

NOTES TO FINANCIAL STATEMENTS

March 31, 2004

Note 1 – Summary of Significant Accounting Policies (continued)

Budgets and Budgetary Accounting (continued)

2. The proposed budgets include expenditures as well as the methods of financing them.
3. Public hearings are held to obtain taxpayer comments.
4. The budgets are adopted at the activity level by a majority vote of the Township Board.
5. The budgets are adopted on the modified accrual basis of accounting.
6. The originally adopted budgets can be amended during the year only by a majority vote of the Township Board.
7. The adopted budgets are used as a management control device during the year for all budgetary funds.
8. Budget appropriations lapse at the end of each fiscal year.
9. The budgeted amounts shown in these general purpose financial statements are the originally adopted budgets with all amendments that were approved by the Township Board during the fiscal year.

Encumbrances

Encumbrances involving the current recognition of purchase orders, contracts and other commitments for future expenditures are not recorded.

Postemployment Benefits

The Township provides no postemployment benefits to past employees.

Note 2 – Deposits and Investments

Michigan Compiled Laws, Section 129.91, authorizes the Township to deposit and invest in the accounts of federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or federal agency obligation repurchase agreements; banker's acceptance of United States banks; commercial paper rated within the two highest classifications, which mature not more than 270 days after the date purchase; obligations of the State of Michigan or its

TOWNSHIP OF DENVER  
Isabella County, Michigan

NOTES TO FINANCIAL STATEMENTS

March 31, 2004

Note 2 – Deposits and Investments (continued)

political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan.

The Township Board has designated one bank for the deposit of Township funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in all investments authorized by state law as listed above.

The Township's deposits and investments are in accordance with statutory authority.

The Governmental Accounting Standards Board Statement No. 3, risk disclosures for the cash deposits are as follows:

	<u>Carrying Amounts</u>
Total Deposits	<u>384 554 77</u>
Amounts in the bank balances are without considering deposits in transit or uncleared checks.	
	<u>Bank Balances</u>
Insured (FDIC)	106 053 39
Uninsured and Uncollateralized	<u>269 454 77</u>
Total Deposits	<u>375 508 16</u>

The Township of Denver did not have any investments as of March 31, 2004.

TOWNSHIP OF DENVER  
Isabella County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2004

Note 3 – Changes in General Fixed Assets

A summary of changes in general fixed assets follows:

	<u>Balance 4/1/03</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 3/31/04</u>
Land	57 019 60	14 394 83	-	71 414 43
Buildings and improvements	45 881 49	-	-	45 881 49
Equipment	<u>8 952 94</u>	<u>-</u>	<u>-</u>	<u>8 952 94</u>
Totals	<u>111 854 03</u>	<u>14 394 83</u>	<u>-</u>	<u>126 248 86</u>

Note 4 – Deferred Compensation Plan

The Township does not have a deferred compensation plan.

Note 5 – Pension Plan

The Township has a defined contribution pension plan covering substantially all full-time employees. The Township contributes an amount of each employee's annual salary to the plan. Pension expense for the fiscal year ended March 31, 2004, was \$8,013.05.

Note 6 – Risk Management

The Township is exposed to various risks of loss related to property loss, torts, errors, omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for property loss, torts, and workers' compensation claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

Note 7 – Building Permits

The Township does not issue building permits. Building permits are issued by Isabella County.

TOWNSHIP OF DENVER  
Isabella County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2004

Note 8 – Total Columns on Combined Statements--Overview

The total columns on the combined financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation, because interfund eliminations have not been made in the aggregation of this data.



TOWNSHIP OF DENVER  
Isabella County, Michigan

GENERAL FUND EXPENDITURES BY DETAILED ACCOUNT

Year Ended March 31, 2004

EXHIBIT D

Page 1

Township Board:

Wages	5 976 17
Pension	8 013 05
Dues	475 35
Miscellaneous	400 79
	<u>14 865 36</u>

Supervisor – Assessor:

Supervisor wages	8 435 40
Assessor wages	8 019 20
Supplies	775 94
	<u>17 230 54</u>

Elections:

Miscellaneous	<u>44 84</u>
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Clerk:

Wages	8 348 90
Supplies	210 27
	<u>8 559 17</u>

Board of Review:

Wages	1 171 98
Miscellaneous	45 10
	<u>1 217 08</u>

Treasurer:

Wages	8 175 90
Supplies	866 95
	<u>9 042 85</u>

Building and grounds:

Utilities	1 229 17
Miscellaneous	1 521 93
	<u>2 751 10</u>

Cemetery:

Sexton	730 00
Contracted services	2 575 06
Repairs and maintenance	701 16
	<u>4 006 22</u>

TOWNSHIP OF DENVER  
Isabella County, Michigan

GENERAL FUND EXPENDITURES BY DETAILED ACCOUNT  
Year Ended March 31, 2004

EXHIBIT D  
Page 2

Fire protection:	
Contracted services	<u>210 213 26</u>
Highways and streets:	
Repairs and maintenance	<u>85 880 01</u>
Street lights	<u>799 22</u>
Drains	<u>255 12</u>
Recreation	<u>1 711 29</u>
Insurance	<u>4 626 00</u>
Capital outlay	<u>14 358 83</u>
Total Expenditures	<u><u>375 560 89</u></u>

TOWNSHIP OF DENVER  
Isabella County, Michigan

CURRENT TAX COLLECTION FUND  
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
Year Ended March 31, 2004

EXHIBIT E

	<u>Balance</u> <u>4/1/03</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>3/31/04</u>
<u>Assets</u>				
Cash in Bank	<u>-</u>	<u>522 557 11</u>	<u>522 557 11</u>	<u>-</u>
<u>Liabilities</u>				
Due to other funds	-	20 272 77	20 272 77	-
Due to others	<u>-</u>	<u>502 284 34</u>	<u>502 284 34</u>	<u>-</u>
Total Liabilities	<u>-</u>	<u>522 557 11</u>	<u>522 557 11</u>	<u>-</u>

TOWNSHIP OF DENVER  
Isabella County, Michigan

CURRENT TAX COLLECTION FUND  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
Year Ended March 31, 2004

EXHIBIT F

Cash in bank – beginning of year	<u>-</u>
Cash receipts:	
Current property tax	<u>522 557 11</u>
Total cash receipts	<u>522 557 11</u>
Total beginning balance and cash receipts	<u>522 557 11</u>
Cash disbursements:	
Township General Fund	20 272 77
Isabella County	238 091 49
Chippewa River District Library	28 544 38
Mt. Pleasant Public Schools	192 219 14
Isabella County Transportation Commission	13 739 61
Shephard Public Schools	3 148 61
Coleman Community Schools	26 365 61
Refunds	<u>175 50</u>
Total cash disbursements	<u>522 557 11</u>
Cash in Bank – End of Year	<u>-</u>

# **CAMPBELL, KUSTERER & CO., P.C.**

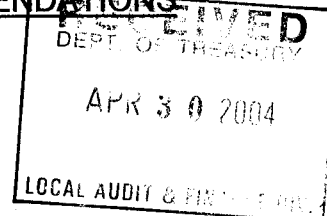
CERTIFIED PUBLIC ACCOUNTANTS

MARK J. CAMPBELL, CPA  
KENNETH P. KUSTERER, CPA

512 N. LINCOLN AVE. - SUITE 100  
P.O. BOX 686  
BAY CITY, MICHIGAN 48707

TEL (989) 894-1040  
FAX (989) 894-5494

## **AUDIT COMMUNICATION AND REPORT OF COMMENTS AND RECOMMENDATIONS**



April 21, 2004

To the Township Board  
Township of Denver  
Isabella County, Michigan

We have audited the financial statements of the Township of Denver, for the year ended March 31, 2004. As required by auditing standards generally accepted in the United States, the independent auditor is required to make several communications to the governing body having oversight responsibility for the audit. The purpose of this communication is to provide you with additional information regarding the scope and results of our audit that may assist you with your oversight responsibilities of the financial reporting process for which management is responsible.

### **AUDITOR'S RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES**

We conducted our audit of the financial statements of the Township of Denver in accordance with auditing standards generally accepted in the United States. The following paragraph explains our responsibilities under those standards.

Management has the responsibility for adopting sound accounting policies, for maintaining an adequate and effective system of accounts, for the safeguarding of assets, and for devising an internal control structure that will, among other things, help assure the proper recording of transactions. The transactions that should be reflected in the accounts and in the financial statements are matters within the direct knowledge and control of management. Our knowledge of such transactions is limited to that acquired through our audit. Accordingly, the fairness of representations made through the financial statements is an implicit and integral part of management's accounts and records. However, our responsibility for the financial statements is confined to the expression of an opinion on them. The financial statements remain the responsibility of management.

The concept of materiality is inherent in the work of an independent auditor. An auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than those items of lesser importance or those in which the possibility of material error is remote.

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For this purpose, materiality has been defined as “the magnitude of an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement.”

An independent auditor’s objective in an audit is to obtain sufficient competent evidential matter to provide a reasonable basis for forming an opinion on the financial statements. In doing so, the auditor must work within economic limits; the opinion, to be economically useful, must be formed within a reasonable length of time and at reasonable cost. That is why an auditor’s work is based on selected tests rather than an attempt to verify all transactions. Since evidence is examined on a test basis only, an audit provides only reasonable assurance, rather than absolute assurance, that financial statements are free of material misstatement. Thus, there is a risk that audited financial statements may contain undiscovered material errors or fraud. The existence of that risk is implicit in the phrase in the audit report, “in our opinion.”

In the audit process, we gain an understanding of the internal control structure of an entity for the purpose of assisting in determining the nature, timing, and extent of audit testing. Our understanding is obtained by inquiry of management, testing transactions, and observation and review of documents and records. The amount of work done is not sufficient to provide a basis for an opinion on the adequacy of the internal control structure.

### **SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies are described in Note 1 to the financial statements.

### **OTHER COMMUNICATIONS**

Auditing standards call for us to inform you of other significant issues such as, but not limited to, 1) Accounting estimates that are particularly sensitive because of their significance to the financial statements or because of the possibility that future events affecting them may differ markedly from management’s current judgments; 2) Significant audit adjustments that may not have been detected except through the auditing procedures we performed; 3) Disagreements with management regarding the scope of the audit or application of accounting principles; 4) Consultation with other accountants; 5) Major issues discussed with management prior to retention; and 6) Difficulties encountered in performing the audit.

We have no significant issues, regarding these matters, to report to you at this time. Audit adjustments were minimal, and are available to review.

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### **GASB 34 IMPLEMENTATION**

The Governmental Accounting Standards Board issued a new reporting model for governmental units which is to be implemented over the next few years. The implementation date of this pronouncement for the Township of Denver will begin with the year ended March 31, 2004, and will need to be implemented fully by March 31, 2005. The daily operations and recording transactions should not change significantly, however, the Township will be required to maintain additional records for the year end adjustments to the final presentation format.

### **COMMENTS AND RECOMMENDATION REGARDING INTERNAL CONTROLS/ COMPLIANCE/ EFFICIENCY**

Our procedures disclosed the following conditions that we would like to bring to your attention:

#### **SEGREGATION OF DUTIES**

A separation of duties between persons who authorize transactions and persons who have control over the related assets does not always exist.

The least desirable accounting system is one in which an employee is responsible for executing the transaction and then recording the transaction from its origin to its ultimate posting in the General Ledger. This increases the likelihood that intentional or unintentional errors will go undetected. In most cases, adequate segregation of duties substantially increases control over errors without duplication of effort.

We understand that due to the size of needed staff, a proper segregation of duties may be impractical and the "cost to benefit" relationship may not justify the addition of accounting staff to accomplish the desired segregation.

These conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our audit of the Township's financial statements and this communication of these matters does not affect our report on the Township's financial statements, dated March 31, 2004.

### **SUMMARY**

We welcome any questions you may have regarding the foregoing comments and we would be happy to discuss any of these or other questions that you might have at your convenience.

Sincerely,

*Campbell, Kusterer: Co., P.C.*

CAMPBELL, KUSTERER & CO., P.C.  
Certified Public Accountants